

## Establishing Your Classroom Project

### A. Classroom Organization Plan

One of the keys to being a successful secondary teacher is good organization. With a common load of 150 or more students a day, a teacher needs to be able to find things quickly, keep accurate and accessible records, and keep track of meetings and other important appointments. The purpose of this assignment is to start you thinking like a teacher in this area.

Objective: Create a classroom organization plan that addresses the following areas:

1. Record Keeping/archiving
  - a. Taking attendance procedure
  - b. Recording and tracking absences, tardies, etc.
  - c. Parent communication records
  - d. Student interactions/special needs
  - e. Instructional materials
  - f. Seating charts
2. Paperwork
  - a. Handing out papers
  - b. Collecting papers
  - c. Getting make-up work to students
  - d. Retrieving make-up work from students
  - e. Storing extra papers
  - f. Storing papers to be handed out (for homework)
  - g. Storing papers to be handed out (graded)
  - h. School paperwork
    - i. Passes
    - ii. Detention forms
    - iii. Referral forms
    - iv. School improvement plans
    - v. Crisis management plan
    - vi. Phone numbers
    - vii. Curriculum guides
3. Grading
  - a. Recording grades
  - b. Distributing grades
  - c. Late work policy
  - d. Going over assignments in class

4. Activities and Assessments
  - a. Lab setups: before, during, and after class
  - b. Make-up test, videos, & labs
  - c. Student seating during tests
5. Substitute teacher binder
  - a. Forms
  - b. Seating charts
  - c. Policies
  - d. Other
6. Supplies
  - a. What needed
  - b. Where kept

7. Physical arrangement of classroom

This assignment can be done in bulleted form or paragraph form and does not need to follow the format or order shown here. Your plan should also include a drawing of the physical lay out of your ideal classroom with as much detail as possible.

## **B. Syllabus**

As a beginning teacher, you need to convey to your students what you expect from them in your classroom. One of the easiest ways to do this is through a syllabus. You need to design a classroom syllabus that includes the following components:

1. Contact information
2. Course description/expectations
3. Supply needs
4. Class policies
5. Other (your personality/style should show through)

## **C. Technology in the Classroom**

Technology is revamping teaching in today's classrooms and, as a teacher, you need to have a plan as to how you intend to utilize this powerful tool. You need to design a technology plan for your classroom that includes the following...

1. Presentation technology strategies/tools.
2. Engagement technology strategies/tools.
3. Communication/collaboration technology strategies/tools.

## **D. Classroom Environment/Management Plan**

A strategic classroom environment and management plan can help you avoid or decrease a number of student issues in the classroom. That being said, you, as a professional educator, need to have a plan ahead of time so you can respond to classroom incidences in a calm and confident manner. This plan should be firmly grounded in your educational philosophy. When creating your plan, you should keep the following questions in mind:

1. What do you want your classroom to “feel” like? How will you accomplish this?
  - a. Instructional strategies?
  - b. Motivational strategies?
  - c. Discipline techniques/management strategies?
  - d. Transition times?
2. What do your students need to be “trained” to do? How will you accomplish this?
3. Listed below are common student issues in the classroom. Explain how you will address these issues.
  - a. Excessive talking
  - b. Tardies
  - c. Excessive absences
  - d. Lack of motivation/apathy
  - e. Failure to do homework
  - f. Talking back
  - g. Student on student harassment
  - h. Theft
  - i. Cheating
  - j. Lying
  - k. No home computer
  - l. Cell phone/texting

## **E. The First 3 Days**

The first 3 days set a “tone” for the year. What will you do with your students the first 3 days? Why are you doing these particular activities? Assume that you have one ½ period and two full 50 minute periods and attach any handouts you will give over the first 3 days.

## **F. Teacher Web Site**

Web sites are becoming an important communication tool for teachers. You are to create a live teacher web site that provides necessary resources for students, parents, and other teachers.